

**CITY OF BETHLEHEM**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**SUBJECT:** Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: 2023 01 Operation of the East Allen Township Well Systems

**TO:** City Council, all members, and Council Solicitor

**FROM:** Edward J. Boscola, PE, Director of Water and Sewer Resources

**DATE:** January 3, 2023

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On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

\_\_\_\_\_ The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

\_\_\_\_\_ The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

\_\_\_✓\_\_\_ The contract is for the engagement of professional services. We have received one (1) proposal for professional services in connection with above referenced project. We recommend award of the contract to K. L. Fulford Associates, Inc.

- Is the contract appropriation or price increase included in this year's budget? \_\_\_✓\_\_\_yes \_\_\_no

2023 Water Fund Budget

- Identify contract funding sources (general fund, grants, loans, etc.....):

Account 20014-42047 – East Allen Township – Departmental Contracts

- The name and address of the recommended Professional Service Provider are:

K. L. Fulford Associates, Inc.  
412 Fairview Street  
Emmaus, Pa 18049

- Term of contract or estimated completion date, subject to standard extensions:

The contract shall run from January 1, 2023 to December 31, 2023.

- Description of project or scope of services to be provided:

The operation and management of the East Allen Township drinking water well systems, including 24/7 emergency call out.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

\$36,500

- Number of renewal term options and duration of each renewal, if any:

Two (2) additional yearly renewal options.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$109,500 (\$36,500 per year for 3 years).

- Reasons for recommendation of Administration and Council approval of contract:

Mr. Fulford was the operator and manager of the East Allen Township drinking water well systems prior to the City of Bethlehem taking ownership. Mr. Fulford has an extensive knowledge of the well systems and the City wishes to retain his services. Mr. Fulford is a certified operator per DEP regulations.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

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Copies To: Mayor  
Director of Administration  
Director of Budget and Finance  
Law Bureau  
Purchasing Bureau  
Controller  
Attachment: proposed resolution

By: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated January 3, 2023:

1. Name of Contractor: K. L. Fulford Associates, Inc.
2. Project or Contract Reference: 2023 01 Operation of East Allen Township Well Systems

Sponsored by \_\_\_\_\_  
\_\_\_\_\_

ADOPTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk